

Permit policy pertaining to harvesting of hay or sand removal or other similar activities where a product of commercial value may be obtained within State right of way is as follows:

1. Where the value of the service to the Department or the value of the product exceeds \$500, the permit will be issued to the high bidder following an informal bidding procedure. In the case of hay mowing, when hay is baled and removed by the permittee, competitive bidding will be used when parcels of 20 acres (8.09 ha) or more are involved. A permit is issued to the high bidder.
2. When the value of the service and the commercial value of the product both are less than \$500, permits will be issued on a “first come, first served” basis. This would be the case with haying areas under 20 acres (8.09 ha). The district estimates the value of the service based on current labor, equipment, and overhead rates for appropriate work classifications. Current market values should be used to estimate the product value.
3. When issuing permits for the purposes noted above, consider the following:
 - A. Operations should conform to the safety provisions of the Maintenance Manual.
 - B. Permittee must submit operation plans and schedule well in advance of work start to allow review and approval of details by Caltrans.
 - C. There shall be no storage of the harvested product in the right of way.
 - D. There shall be no selected harvesting unless specifically allowed in the conditions of the permit. The permittee must all mow hay and remove sand from all specified areas.
 - E. Permittee should be advised in advance of permit approval of pesticide use or other action that could impact the marketability or use of the product sought.
 - F. The minimum acceptable bid will be the standard permit fee plus the cost of administering the competitive bidding process.
 - G. A permit is issued as a miscellaneous permit at actual cost.
 - H. When a product of value is removed from the right of way the standard permit fee will be charged, except for the case where an adjacent property owner mows and harvests hay in an area less than 20 acres (8.09 ha) in size. In the case of the adjacent property owner, as described herein, or if an individual wishes to mow the hay, without harvesting, the permit fee may be waived in accordance with Chapter 2 of the Encroachment Permit Manual.

Competitive bids should be sought by Right of Way for removing, harvesting, or pruning of State highway plants, with leases not to exceed 20-acre (8.09 ha) parcels. Successful bidders need an encroachment permit before starting work; the permit is fee-exempt.

508.8 Parking Meters

Local agencies may adopt an ordinance to install and service parking meters and mark parking spaces on conventional highways under a MC Encroachment Permit with the approval from the District Director, or authorized representative. The ordinance adopted by a local authority for the establishment of these zones shall not become effective until the local legislative body submits

the draft ordinance to the District Director for approval (Vehicle Code 22508 **MUTCD and CA Supplement Section 3B.18, Parking Space Markings**).

Where maintenance of a State highway is delegated to a city, the District Director may delegate authority to regulate parking on that highway to the city (Vehicle Code 22506).

Parking meter zone plans shall be reviewed by District Traffic and Maintenance.

508.9 Structures

Encroachment permits for structures work are usually identified as Miscellaneous Permits Code (MC), although they also may occur in other permit code categories.

Design plans for work involving construction or modification of structures (for example, bridges, tunnels, retaining walls, soundwalls, etc. (see Structure Work in Appendix K), shall be approved by Structures. Structures Maintenance shall review all encroachment work not reviewed by Structures Office of Special Funded Projects (OSFP) and must approve all work to place irrigation facilities and lines on existing structures, including outside surfaces of retaining walls. Special funded projects are reviewed by Structures OSFP through the project development oversight process as indicated in Section 202.3, 205.2, 206, 206.2A, and special provision for Structure Work in Appendix K; construction and as-built requirements shall be subject to conditions of the cooperative agreement.

Whenever proposed work involves structures, in addition to the five (5) sets* of plans normally required by the District Permit Engineer for district use, the encroachment permit application shall include the number of contract document sets as shown below:

Number of sets	Send to:
11	<p>Caltrans Engineering Service Center Structures, Office of Special Funded Projects 1801 30th Street, MS 9-2/7G Sacramento, CA 95816</p>
OR	
13 to 17 if specialties involved (contact OSFP Liaison Engineer)	<p>OR</p> <p>P.O. Box 168041 Sacramento, CA 95816-8041</p>

* More copies maybe required as determined by the District Encroachment Permit Engineer.

Bonds are required on all permits (except public agency permits) authorizing work on signals or structures. The bond shall be a minimum of \$10,000 and shall be retained until the permittee furnishes accurate as-built plans and other final completion records for the permit work.

All materials used in the permanent construction shall be individually tagged as inspected by Caltrans, or shall be accompanied by a certificate indicating compliance with the permit. These